

EDITED TASK LISTING

CLASS: Business Service Officer II (Specialist)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Performs technical and analytical business service work of average difficulty related to telecommunication functions (e.g. activation and installation of equipment, etc.) to ensure quality services are provided using various resources (e.g. knowledge of phone services, vendors, policy, procedures, etc.) as needed.
2.	Performs technical and analytical business service work of average difficulty related to procurement functions (e.g. various commodities to ensure quality services are provided using various resources (e.g. policies, procedures, best value, laws, rules, regulations, etc.) on a daily basis.
3.	Performs technical and analytical business service work of average difficulty related to capital outlay functions to ensure quality services are provided using various resources (e.g. best value, laws, rules, regulations, budgets, policies, procedures, etc.) as needed.
4.	Performs technical and analytical business service work of average difficulty related to facilities management functions (e.g. building maintenance, commercial lease management, space management, telecommunications, etc.), to ensure quality services are provided using various resources (e.g. policies, procedures, laws, rules, regulations, budgets, etc.) as needed.
5.	Fiscal management of state owned, leased, office and industrial properties to ensure fiscal accountability and continuity of services using various resources (e.g. budget, contracts, policies, procedures, laws, rules, regulations, etc.) as needed.
6.	Reviews various written documents (e.g. procurement, telecommunications, and space action requests, etc.) for accuracy/completeness/compliance using various resources (e.g. equipment, aids, processes, laws, rules, regulations, etc.) as needed.
7.	Coordinates/Oversees contract maintenance to ensure fiscal and quality services are provided using various resources (e.g. laws, rules, regulations, policies, procedures, etc.) as needed.
8.	Coordinates the bid process to ensure all appropriate vendors are included for the identified scope of services/specifications using various resources (e.g. knowledge, laws, rules, regulations, policies, procedures, etc.) as needed.

EDITED TASK LISTING

CLASS: Business Service Officer II (Specialist)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
9.	Reviews bids submitted by vendors to determine certification and best value (cost/quality) for the services/specifications needed using various resources (e.g. knowledge, laws, rules, regulations, policies, procedures, etc.) as needed.
10.	Prepares Contract/Purchase Delegation Orders to encumber funds from appropriate allotments and ensure compliance with applicable state purchasing rules and regulations as needed.
11.	Prepares various contract requests (e.g. commodities, services, and etc.) to provide information and identify appropriate scope of services/specifications using various resources (e.g. laws, rules, regulations, policies, procedures, etc.) as needed.
12.	Process purchase orders in an emergency situation to facilitate purchasing for commodities and services above the delegated limit using various resources (e.g. laws, rules, regulations, policies, procedures, etc.) as requested.
13.	Reviews sole source procurement/contract requests to determine validity and ensure compliance with various laws, rules, and regulations, etc. as requested.
14.	Monitors the flow of the procurement process to ensure the timeliness of receipt of products and services using various tools, aids, equipment and/or processes as needed.
15.	Participates in the development and review of Budget Concept Statements/Budget Change Proposals to obtain approval and secure funding for necessary equipment, staffing, services, etc. utilizing various resources, on an as needed basis.
16.	Prepares the Recycle Content Product (RCP) report to identify reportable categories and RCP content to ensure compliance with various laws, rules, regulations, etc. utilizing RCP certification from vendors, tools, equipment, catalogs, etc., as required.
17.	Prepares various written documents (e.g. reports, correspondence, analysis, forms, etc.) to provide information and ensure compliance with various laws, rules, regulations, etc. using various tools, aids, equipment and/or processes as needed.
18.	Communicates in a professional and effective manner with others utilizing tact and interpersonal skills to establish and maintain effective working relationships in all situations.

EDITED TASK LISTING

CLASS: Business Service Officer II (Specialist)

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
19.	Regularly provides on the job training to appropriate staff on various functions of the procurement process to expand their knowledge and ensure efficiency and compliance with established rules, regulations, etc. using various resources (e.g. knowledge, interpersonal skill, policies, procedures, etc.) on a daily basis.
20.	Represents the Department as a small business and disabled veteran business enterprise advocate, in formal or informal settings, regarding procurement matters at meetings, conferences, job fairs, etc. to obtain information and/or represent the interest of the Department utilizing interpersonal skills, professionalism, knowledge, etc. as needed.